Citibank System Enhancement

What: A two part project will be going into production at TSYS. This project will identify accounts meeting specific criteria and flag the account for purge from the TBR reporting system. In addition, we will be receiving a report of accounts that are not tied to TBR that should be.

When: This project will be placed into production on Thursday evening, November 14, 1996.

Why: This project was created for several reasons. 1) The existing clients were requesting the accounts that were closed for extended periods of time to no longer appear on their reports and 2) Accounts that are not tied to TBR and have activity can cause their reports to be inaccurate. It can also cause negative impact to their MasterCard SmartData for Windows and VISA Infospan application information.

Responsible: Since the companies/agencies that receive and use the TBR reports are the Large Market companies/agencies. They are the accounts that would be impacted the most by an
account that is not tied. The full service area has very limited knowledge of the TCBR system. Therefore, the CAS Managers will be assigned to work this report on a rotating basis. Procedures for working this report will need to be created as we see the volume and the accounts that are reflected on the report.

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Criteria for Flagging Accounts for Purge

If the account meets all of the following criteria, the system will set the flag on the account to purge. By setting the flag to purge, the system will keep the cardmember's information available for year end reporting. If the account fails to meet any of the review points, the account will remain in an active TBR status.

1. TBR has an indicator that displays the number of months an account has been inactive. The system will review any account that has been inactive for 6 months or more.
2. If the account has been inactive for 6 months it will review the account for the following credit ratings: B3, B4, B5, B6, B7, B8, B9, CC, F1, FA, T1, T3, T4, T5, T7, V8, V9 or Y9.
3. If the account has one of the above credit ratings, the system will review the account for a balance equal to zero (0). (A balance owing or a credit balance would fail this piece of the criteria.)

Citibank System Enhancement

Report of Accounts Not Tied to TBR

TSYS has created a report that will provide us with a list of accounts that are <u>NOT</u> tied to TBR. We have had several instances in the past that caused either Citibank or the Client difficulties when a cardmember was not tied to TBR. Any Client that has SmartData or Infospan will have incomplete information on their reports if an account is not tied. This report has been set up to be received by the Citibank South Dakota Data Center via an internal report transmission. To begin with, we will have this report generated on hard copy until we have verified that it can be retrieved through SAR.

Following is the criteria that Citibank has established to purge accounts from the TBR system. All accounts should be tied to TBR. If the account fails to meet any of the review points, the account should be in an active TBR status and will reflect on this report.

We have also specified criteria that requires individual accounts in bank 1813 that are not tied to level six in the hierarchy to appear on this report. When this project was submitted to TSYS, it was required that all individuals in Bank 1813 to be tied at the 6th level on TBR. We wanted this project in production before year end so the accounts that are flagged for purge will drop from the system during the yearly reorg. An account defined as a company number does not fall under this criteria.

When we converted from Cardpak to TSYS, the Charge off/Write off accounts were not tied to the TBR reporting system. Therefore, it was necessary to add one additional piece of criteria to the report once we were in the testing stages. The additional criteria will exclude any accounts with an "M9" credit rating that have a charge off status.

During the testing the new accounts that were added to ACE and the New security accounts were also appearing on the list. TSYS was able to prevent a new account added through ACE from appearing on the report by looking at the date open on the account. However, we are unable to review any unique field on a new account opened due to security account closures. Therefore, the report will reflect these accounts for one day following the date of the security report.

The report is sorted in the following order: Bank Number, Corporate ID Number, Alpha by Cardmember's Name, Account Number. There are totals that appear at the end of the bank along with a grand total for the entire report. An example of the report has been attached.

7/24/2006

Memorandum

To:	Client Account Specialists	CC:	Bev Droge
	Client Development Managers		Lorianne Lowy
			Patricia McCarthy
From:	Bonnie Muller		Brian Downing
			Karen Price
Date:	August 22, 1995		
RE:	Setting Depth on TBR Reports		

I recently attended a conference call with Duane Everage regarding the depth indicator we are setting on TBR reports. It seems there has been some confusion among the individuals that are setting or maintaining this indicator and I wanted to obtain clarification from TSYS. I hope the attached information will assist you when setting the depth on the TBR reports you are selecting.

There are many reports available for selection through the TBR system. These reports are available at various detail levels depending on the report you are selecting. There are several items to consider when setting the depth indicator on a report you are requesting through TBR.

- Is the account a MasterCard Purchasing Account where all cardholders are tied at level 6?
- Is the account a TRAVEL or Visa Purchasing Account where cardholders can be tied at various levels?
- How many levels has the company specified in their TBR hierarchy?
- Are all the cardmembers tied at the lowest level of the hierarchy or are the cardmembers scattered among all levels?
- Does the report recipient desire information from cardholders on their level only or do they want information from account activity at lower levels?
- Is the report you are requesting based on <u>Unit</u> information or does it accumulate <u>Account</u> activity to be displayed in either Summary, Detail or Transaction level detail?
- There are two reports that display information based on <u>Unit</u> information. These two reports are the TBR 200- Unit Cycle Statistics and the TBR 220 - Control Unit Listing.
- All other TBR reports are based on <u>Account</u> information. Reports based on account information may be requested at a summary level which would only display unit totals; however, this information is accumulated at the cardholder level.

I have attached some examples to assist you in understanding the above information.

FYI
Another item that came up during our conference call was related to the TBR 640 - 1099 Report and the TBR 645 - Minority Vendor Report. Duane had indicated that the information we are receiving from the associations to report this information was not completely accurate or reliable at this time. Until we receive word that this information is being reported more accurately, it is not recommended that we sell these two reports to our clients.

Any time you select a report that is based on <u>Account</u> information you must select a depth that will bring you down to the level the accounts are tied at.

<u>Example 1:</u>
- On a MasterCard Purchasing account the cardmembers are tied at Level 6.
- If you request a TBR 605 - Merchant Summary Analysis at Level 1. This report does not provide transactional information; however, it is derived from the transactions made on the cardholder account. To bring you to the cardholder level from level one you must set your depth at 5.
- If you request a TBR 410 - Account Spending Analysis at Level 3 you must set your depth at 3.

<u>Example 2:</u>
- On a TRAVEL or a Visa Purchasing account the cardmembers may be tied at any level.
- For this example there are Four levels in the reporting hierarchy with cardholders tied at every level.
- You request a TBR 310 - Account Spending Exception report at Level 2.
- The recipient of this report only wants to see the exception activity for the cardmembers tied to his unit and the units at one level down.
- To report account spending exceptions for level 2 and 3 only when requested at level 2 you must set your depth at 1.

Anytime you request a report that is based on <u>Unit</u> information you can set your depth based on how far down the hierarchy the recipient would like to see unit information for lower levels displayed on their reports. Since <u>Unit</u> totals are updated in batch processing each night, the depth you select on the <u>Unit</u> reports will not change how the system rolls-up/accumulates the unit information. The <u>Unit</u> totals will display the same spending information on a report based on <u>Unit</u> information regardless of the depth selected.

<u>Example:</u>
- You may request the TBR 200 - Unit Cycle Statistics at Level 1 with a depth of 3 for the following hierarchy. I have placed an asterisk (*) next to the unit numbers you would see displayed on the TBR 200 report selected at level 1.
  - *   10001
  - *   10001 20001
  - *   10001 20001 30001
  - *   10001 20001 30001 40001
  -       10001 20001 30001 40001 50001
  -       10001 20001 30001 40001 50001 60001
  - *   10001 20001 30001 40002
  -       10001 20001 30001 40002 50001
  -       10001 20001 30001 40002 50001 60001
  -       10001 20001 30001 40002 50001 60002
  - *   10001 20001 30001 40003
  -       10001 20001 30001 40003 50001 60001

CITIBANK CORPORATE CARDS

HELPFUL HINTS

- **TBR reporting Canadian Transactions:** If a domestic United States company/agency does business in the US, the TBR reports for that American company/agency will show the existing billing currency for the native country (US). If an American company/agency has transactions in Canada, the TBR reports will reflect foreign (Canadian) dollars, native (US) dollars and the conversion rate.

reference: l:\users\buscard\winword\REPORTS.DOC

CITIBANK CORPORATE CARDS

REPORT NAME:	**REPORT MANIFEST**
REPORT NUMBER:	**TBR 100**
FREQUENCIES AVAILABLE:	**CYCLE, MONTH END, QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END - CHOOSE CYCLE AS DEFAULT UNLESS NO CYCLE REPORTS ARE SELECTED.**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**NONE**
SORT ORDER:	**UNIT**
CLIENT BENEFITS:	**SERVES AS A QUICK REFERENCE TO REPORTS DISTRIBUTED.**

Report Description:

This is a listing of the reports the client has defined, as well as the detail, frequency, depth, and how many pages are included for each report. You may suppress the manifest by choosing "S". This option will suppress the report if there is no activity for the unit this period. Choosing this option may cause the client to question not receiving a report since they will not know if there was activity or not.

reference: l:\users\buscard\winword\REPORTS.DOC

CITIBANK CORPORATE CARDS

REPORT NAME:	**REPORT MANIFEST**
REPORT NUMBER:	**TBR 101 (TBR 100** CHOSEN AS DETAIL)
FREQUENCIES AVAILABLE:	**CYCLE, MONTH END, QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**NONE**
SORT ORDER:	**UNIT, SUB-UNIT**
CLIENT BENEFITS:	**SERVES AS A DETAILED QUICK REFERENCE TO REPORTS DISTRIBUTED.**

Report Description:

This is a listing of the reports the client has defined, as well as the detail, frequency and depth. The TBR 101 also reflects a forecast of reports that will generate for all sub-units below the unit where the report is chosen. This report only identifies the reports selected, not if there was activity or the number of pages that will print.

* Only the name of the sub-unit will appear-not the unit number.
* If a sub-unit has "no reports" selected, this report will identify, "no reports to generate".

CITIBANK CORPORATE CARDS

REPORT NAME:	**UNIT CYCLE STATISTICS**
REPORT NUMBER:	**TBR 200**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, SUB-UNIT**
CLIENT BENEFITS:	**PROVIDES A SNAPSHOT OF SPENDING ACTIVITY DURING THE CYCLE IN A BALANCE SHEET FORMAT.**

Report Description:

This report is a summary of spending statistics for the selected reporting unit. The report will break down the total charges by the 10 spending categories defined by the client and gives you the dollar amount and percentages of charges per category. If a category has zero spending, it will not appear on the report. The report will also break down the following information on the unit selected and all sub-units based on the depth selected:

1) Number of cards outstanding.
2) Number of accounts with activity.
3) Number of accounts past due and amount.
4) Number of account over limit and amount.
5) Total number of accounts.
6) Number of sub units.
7) Number of individual accounts.
8) Number of corporate accounts.
9) Number of control accounts.
10) Other

Note: This is a <u>unit</u> report. You do not need to select a depth going down to the cardholder's level if summary information is all that is needed.

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REPORT NAME:	**ACCOUNT LISTING**
REPORT NUMBER:	**TBR 210**
FREQUENCIES AVAILABLE:	**CYCLE, MONTH END, QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**NONE**
SORT ORDER:	**ALPHA BY ACCOUNT SHORT NAME**
CLIENT BENEFITS:	**MAINTENANCE TOOL THAT MAY BE USED TO MONITOR EMPLOYEE CREDIT LINES.**

Report Description:

This report provides a listing of the client's cardmembers in alphabetical order. The name appearing is the cardholder's short name that appears on the MGB screen. The report includes the cardmember's name, address, billing type, account number, credit rating, credit limit, reporting unit identification name and number, date account opened. All tied cardmembers will appear on this report whether they have activity and regardless of account status.

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REPORT NAME:	**DETAILED ACCOUNT LISTING**
REPORT NUMBER:	**TBR 211**
FREQUENCIES AVAILABLE:	**CYCLE, MONTH END, QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**N/A**
SORT ORDER:	**ALPHA BY ACCOUNT SHORT NAME**
CLIENT BENEFITS:	**USED TO REVIEW INDIVIDUAL CARDHOLDER'S ACCOUNT INFORMATION.**

Report Description:

This report provides a listing of the Agencies cardmembers in alphabetical order. The name appearing is the cardholder's short name that appears on the MGB screen. The report includes the cardmember's name, address (including company/agency name), phone number, fax number, e-mail address, master accounting code, billing/account type, account number, credit rating, credit limit, reporting unit identification name and number and address, date account opened and any account extension record information. All tied cardmembers will appear on this report whether they have activity and regardless of account status.

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REPORT NAME:	**PRE-FUNDED CARDS**
REPORT NUMBER:	**TBR 215**
FREQUENCIES AVAILABLE:	**CYCLE, MONTHLY**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL**
SORT ORDER:	
CLIENT BENEFITS:	**USED TO MONITOR AVAILABLE CREDIT ON PRE-FUNDED CARDS**

Report Description:

This report lists accounts with a $1 credit limit and a credit balance. Report details include name, account number, number of cards and current balance. The report will also summarize number of cards and total of current balances by unit.

CITIBANK CORPORATE CARDS

REPORT NAME:	**CONTROL UNIT LISTING**
REPORT NUMBER:	**TBR 220**
FREQUENCIES AVAILABLE:	**CYCLE, MONTH END, QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**NONE**
SORT ORDER:	**UNIT**
CLIENT BENEFITS:	**MAINTENANCE TOOL FOR REPORT DISTRIBUTION AND HIERARCHY MANAGEMENT.**

Report Description:

This report lists the companies/agencies reporting hierarchy, the unit name, the number of sub-units and accounts associated with each unit. The "number of accounts" is equal to all open and closed individual accounts plus any company or control accounts that are tied to the unit (IUT).

Note: This is a unit report. You do not need to select a depth going down to the cardholder's level if only summary information is needed.

CITIBANK CORPORATE CARDS

REPORT NAME:	**CONTROL UNIT LISTING**
REPORT NUMBER:	**TBR 220**
FREQUENCIES AVAILABLE:	**CYCLE, MONTH END, QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**NONE**
SORT ORDER:	**UNIT, SUB-UNIT**
CLIENT BENEFITS:	**MAINTENANCE TOOL FOR REPORT DISTRIBUTION AND HIERARCHY MANAGEMENT.**

Report Description:

This report lists the companies/agencies reporting hierarchy. For each SUB-UNIT the report provides the unit number, name and address. Listed for each sub-unit, is a summary of MUG screen information such as:
1) 1st fiscal month.
2) Cycle date.
3) SIC, exception, text set and reporting template names.
4) A listing of the selected reports for the reporting template is also provided.
5) A purge indicator advises you if the record is scheduled to be purged.

In addition, the IRO detail is included for the unit that lists the reports received, the detail, depth and frequency.

Note: This is a unit report. You do not need to select a depth going down to the cardholder's level if only summary information is needed.

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REPORT NAME: CONTACT EXTENSION LISTING

REPORT NUMBER: TBR 221

FREQUENCIES AVAILABLE: CYCLE AND MONTH END

LEVEL OF DETAIL SELECTED: SUMMARY

DOLLARS REFLECTED ON REPORT: N/A

SORT ORDER: UNIT

CLIENT BENEFITS: MANAGEMENT TOOL FOR REVIEW OF REPORT DISTRIBUTION AND HIERARCHY.

Report Description:

Unknown at this time

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REPORT NAME:	**CONTACT EXTENSION LISTING**
REPORT NUMBER:	**TBR 221**
FREQUENCIES AVAILABLE:	**CYCLE AND MONTH END**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**N/A**
SORT ORDER:	
CLIENT BENEFITS:	**MANAGEMENT TOOL FOR REVIEWING REPORT DISTRIBUTION AND HIERARCHY.**

Report Description:

This report lists the companies/agencies reporting hierarchy. For each SUB-UNIT the report provides the unit number, name and address. Listed for each sub-unit, is a summary of MUG screen information such as:
1) 1st fiscal month.
2) Cycle date.
3) SIC, exception, text set and reporting template names.
4) A listing of the selected reports for the reporting template is also provided.
5) A purge indicator advises you if the record is scheduled to be purged.
6) Agent Number.
7) The IRO detail is included for the unit that lists the reports received, the detail, depth and frequency.

If a contact extension record is attached to the sub-unit, information from the CER screen will also be listed.

Note: This is a unit report. You do not need to select a depth going down to the cardholder's level if only summary information is needed.

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REPORT NAME:	**FORECAST OF REISSUE**
REPORT NUMBER:	**TBR 230**
FREQUENCIES AVAILABLE:	**MONTHLY**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL AND MEMO**
SORT ORDER:	**UNIT, SUB-UNIT**
CLIENT BENEFITS:	**ALLOWS AGENCY TO MONITOR REISSUE STATUS FOR ACCOUNTS WITHIN 30, 60, OR 90 DAYS OF REISSUE.**

Report Description:

The report provides a comprehensive list of accounts that qualify or do not qualify for reissue within a selected number of days. Details which can be found on this report include: account number, name, billing/account type, expiration date, number of cards, credit rating and reissue rating.

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REPORT NAME:	**FORECAST OF REISSUE**
REPORT NUMBER:	**TBR 230**
FREQUENCIES AVAILABLE:	**MONTHLY**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL AND MEMO**
SORT ORDER:	**UNIT, SUB-UNIT**
CLIENT BENEFITS:	**ALLOWS AGENCY TO MONITOR ACCOUNT REISSUE AND NON-REISSUE STATUS ON SEPARATE REPORTS.**

Report Description:

230-01 This report will only list accounts that qualify for reissue within a selected number of days.

230-02 This report will only list accounts that do not qualify for reissue within a selected number of days.

Details which can be found on these reports include; account number, name, billing/account type, expiration date, number of cares, credit rating and reissue rating.

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REPORT NAME: **CARD MANAGEMENT REPORT**

REPORT NUMBER: **TBR 240**

FREQUENCIES AVAILABLE: **MONTHLY**

LEVEL OF DETAIL SELECTED: **SUMMARY**

DOLLARS REFLECTED ON REPORT: **MEMO AND REAL**

SORT ORDER: **BY UNIT**

CLIENT BENEFITS: **DISPLAYS A STANDARD SET OF INFORMATION FOR ALL ACCOUNTS MEETING EXCEPTION CRITERIA SELECTED BY THE AGENCY.**

Report Description:

The 240-00 report is a summary-level report and displays a standard set of information available for selected exception criteria. Selected options include, new accounts , reissued accounts, special request accounts, lost/stolen accounts and deleted accounts. The stand set of information included on the report contains Account Name and a masked credit card account number, type of billing account, number of cards issued per account, card expiration date,

Credit Rating (account Status), Current Balance and credit limit, Date Opened , date of last reissue, and account status.

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REPORT NAME:	**CARD MANAGEMENT REPORT**
REPORT NUMBER:	**TBR 240**
FREQUENCIES AVAILABLE:	**MONTHLY**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL AND MEMO**
SORT ORDER:	**REPORT NUMBER**
	UNIT
CLIENT BENEFITS:	**DISPLAYS A STANDARD SET OF INFORMATION IN EACH REPORT FOR ACCOUNTS MEETING THE SPECIFIC EXCEPTION CRITERIA SELECTED BY THE AGENCY.**

Report Description:

The 240 reports displays a standard set of information for selected exception criteria. The standard set of information included on the report contains account name and a masked credit card account number, type of billing account, number of cards issued per account, card expiration date, credit rating (account status), current balance and credit limit, date opened , date of last reissue, and account status.

Selected options include:

240-01 New Accounts — Reports a card that has been newly issued within the month.

240-02 Reissued Accounts — Reports a card that has been reissued within the month.

240-03 Special Request Accounts — Reports a replacement card that has been ordered within the month.

240-04 Lost/Stolen Accounts — Reports a lost or stolen card that has been reported within the month.

240-05 Deleted Accounts — Reports any card that has been deleted within the month.

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REPORT NAME: **ACCOUNT STATEMENT EXCEPTION**

REPORT NUMBER: **TBR 300**

FREQUENCIES AVAILABLE: **CYCLE**

LEVEL OF DETAIL SELECTED: **DETAIL**

DOLLARS REFLECTED ON REPORT: **REAL AND/OR MEMO (DEPENDING ON EXCEPTION)**

SORT ORDER: **UNIT, ALPHA BY CARDMEMBER SHORT NAME**

CLIENT BENEFITS: **HIGHLIGHTS EMPLOYEE ACCOUNT PERFORMANCE.**

Report Description:

This report contains all account statement exceptions from the IUE screen that the client has requested on their reports. If the report is selected in Detail, all exceptions will roll together on the 300-00 report. (The exceptions are not broken out into 300-01, 300-02 etc. as they are if "transaction" was selected.) The exception template (IUE) as well as the reporting template can be different for each unit in the hierarchy. Exception types are as follows:

1. Past Due Accounts (Displays only for Real Dollars)
2. Accounts Over the Credit Limit
3. Inactive accounts within time frame defined on IUE
4. Zero Balance Report (options include:
   'Y' Balance greater than 0 ***This report shows all accounts with a balance- you should never turn this on.
   'F' Previous balance was greater than zero but the current balance is zero
   'O' Current balance is equal to zero
   'C' Current balance is less than zero (credit balance)
   'N' Do not report account balance exceptions.
5. Accounts within the percent of credit limit defined by the client.
6. Accounts with a disputed amount. (Displays only for Real Dollars)

Note: Column values reflect only real dollars.

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REPORT NAME:	**ACCOUNT STATEMENT EXCEPTIONS**
REPORT NUMBER:	**TBR 300**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**TRANSACTION**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO** (DEPENDING ON EXCEPTION)
SORT ORDER:	**UNIT, ALPHA BY CARDMEMBER SHORT NAME**
CLIENT BENEFITS:	**HIGHLIGHTS EMPLOYEE ACCOUNT PERFORMANCE.**

Report Description:

This report contains all account statement exceptions the client has requested from the IUE screen to have displayed on their reports. If the report is selected in Transaction each exception type appears on a separate report. The exception template (IUE), as well as the reporting template can be different for each unit in the hierarchy. Exception types along with their report number are as follows:

1. 300-01   Past Due Accounts (Displays only for Real Dollars)
2. 300-02   Accounts Over the Credit Limit
3. 300-03   Inactive accounts within time frame defined on IUE
4. 300-04   Zero Balance Report (options include:
    'Y' Balance greater than 0 *This shows every account with a balance-never turn this report on.
    'F' previous balance was greater than zero but the current balance is zero. 'O' Current balance is equal to zero.
    'C' Current balance is less than zero (credit balance).
    'N' Do not report account balance exceptions.
5. 300-05   Accounts within the percent of credit limit defined by the client.
6. 300-06   Accounts with a disputed amount. (Displays only for Real Dollars)
7. 300-07   Charge-offs

Note: Column values reflect only real dollars.

CITIBANK CORPORATE CARDS

REPORT NAME:	**ACCOUNT SPENDING EXCEPTIONS**
REPORT NUMBER:	**TBR 310**
FREQUENCIES AVAILABLE:	**MONTH END**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, ALPHA BY CARDMEMBER SHORT NAME**
CLIENT BENEFITS:	**TOOL FOR MONITORING SPENDING/USAGE BETWEEN THE VARIOUS CATEGORIES.**

Report Description:

This report will list spending exceptions based on the amount of spend a cardholder has in the 9 defined MCC categories. You cannot define category 10 "Other". The client can define the dollar amount and percentage of net spend they feel is normal for each of the nine categories. This information is listed on the IUE screen. If a cardholder exceeds the $ of % listed for any of the categories, they will appear on this report. When this report is requested in Detail, both exception types appear on the same report (310-00).

A trouble report is currently under investigation with TSYS to determine how the report calculates and displays the information. The report is also not displaying memo dollar spending exceptions.

Exception types along with their report number are as follows:

310-00 Summary of Exceptions
310-01 Spending Limit
310-02 High Usage

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The TBR00310-01 reports an account that is overlimit on a specific category. The IUE screen contains a limit amount for each category. When an account goes overlimit in 'category' spending, it will print on this report.

The TBR00310-02 report prints high usage exceptions for an account for the month. The percentage calculated is the percentage the category is to "overall spending." If the percentage is over the percent on the IUE screen, then a line will be printed on the report for that category.

Note: This report does not follow the rules for "Summary, Detail, Transaction" breakdowns.

CITIBANK CORPORATE CARDS

REPORT NAME:	**ACCOUNT SPENDING EXCEPTIONS**
REPORT NUMBER:	**TBR 310**
FREQUENCIES AVAILABLE:	**MONTH END**
LEVEL OF DETAIL SELECTED:	**TRANSACTION**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, ALPHA BY CARDMEMBER SHORT NAME**
CLIENT BENEFITS:	**TOOL FOR MONITORING SPENDING/USAGE BETWEEN THE VARIOUS CATEGORIES.**

Report Description:

This report will list spending exceptions based on the amount of spend a cardholder has in the 9 defined MCC categories. You cannot define category 10 "Other". The client can define the dollar amount and percentage of net spend they feel is normal for each of the nine categories. This information is listed on the IUE screen. If a cardholder exceeds the $ of % listed for any of the categories, they will appear on this report. When this report is requested in Transaction, the two exception types are separated as follows:

310-01 Reports an account that is overlimit in a specific category.
310-02 Prints high usage exceptions for an account for the month.

A trouble report is currently under investigation with TSYS to determine how the report calculates and displays the information. The report is also not displaying memo dollar spending exceptions.

Note: This report does not follow the rules for "Summary, Detail, Transaction" breakdowns.

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REPORT NAME:	**ACCOUNT CASH ADVANCE REPORT**
REPORT NUMBER:	**TBR 320**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, SUB-UNIT**
CLIENT BENEFITS:	**TOOL TO MONITOR CASH ADVANCES MADE BY EMPLOYEES**

Report Description:

This report gives information on cash advances taken within the reporting unit. Unit totals for the number of advances, the dollar amounts and fee amounts are listed. These totals are based on the depth that is selected for the report.

Note: If a transaction has a VISA business card tran code of 20 or 22 (cash advance) or a TCSI tran code of 0133, 0134, 0401, 0404 (cash adv fee), it ends up on the 320 report.

- *The cash advance for convenience checks has a tran code of 20 therefore, it would be included.*

- *"YTD advs" is a Year-to-Date cash advance total, meaning the total amount of dollars accumulated through cash advance fees. The term "fees" does not include finance charges (tran code 404) for cash advances.*

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**ACCOUNT CASH ADVANCE REPORT**
REPORT NUMBER:	**TBR 320**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, SUB-UNIT, ALPHA BY CARDMEMBER**
CLIENT BENEFITS:	**TOOL TO MONITOR CASH ADVANCES MADE BY EMPLOYEES.**

Report Description:

This gives information on cash advances taken with the reporting unit. Unit summaries for cash advance and cardholder fees are provided in year-to-date format.

Note: If a transaction has a VISA business card tran code of 20 or 22 (cash advance) or a TCSI tran code of 0133, 0134, 0401, 0404 (cash adv fee), it ends up on the 320 report. The cash advance for convenience checks has a tran code of 20; therefore, it would be included. "YTD advs" is a Year-to-Date cash advance total, meaning the total amount of dollars accumulated through cash advance fees. The term "fees" does not include finance charges (tran code 404) for cash advances.

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CITIBANK CORPORATE CARDS

REPORT NAME:	ACCOUNT CASH ADVANCE REPORT
REPORT NUMBER:	TBR 320
FREQUENCIES AVAILABLE:	CYCLE
LEVEL OF DETAIL SELECTED:	TRANSACTION
DOLLARS REFLECTED ON REPORT:	REAL AND/OR MEMO
SORT ORDER:	UNIT, SUB-UNIT, ALPHA BY CARDMEMBER, TRANSACTION DATE
CLIENT BENEFITS:	TOOL TO MONITOR CASH ADVANCES MADE BY EMPLOYEES.

Report Description:

This gives information on cash advances taken within the reporting unit. The transaction page displays the tracking information and cash advance transactions for each account. The tracking information includes: Posting date, Transaction date, Location, Merchant and Reference number. Dollar amounts are displayed in the following order: Currency at the transaction location, Conversion rate, and Billing currency. Unit summaries for number of cash advances, fees, and dollar amounts are provided in Cycle-to-Date and year-to-date formats.

Note: If a transaction has a VISA business card tran code of 20 or 22 (cash advance) or a TCSI tran code of 0133, 0134, 0401, 0404 (cash adv fee), it ends up on the 320 report. The cash advance for convenience checks has a tran code of 20; therefore, it would be included. "YTD advs" is a Year-to-Date cash advance total, meaning the total amount of dollars accumulated through cash advance fees. The term "fees" does not include finance charges (tran code 404) for cash advances.

Note: If the cardholder has no cycle information for the period covered, only "YTD" accounts will show.

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CITIBANK CORPORATE CARDS

REPORT NAME:	**COUNTRY SPENDING**
REPORT NUMBER:	**TBR 330**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, COUNTRY CODE, MCC CATEGORY**
CLIENT BENEFITS:	**MONITORS HOW TRAVEL DOLLARS ARE SPENT IN FOREIGN COUNTRIES.**

Report Description:

This lists foreign charges in both US dollars and by foreign currency equivalents. The currency rate is generated by the following computation: Foreign amount divided by domestic amount. For the total line, the transactions are accumulated for each account, sub-unit, and unit. The currency rate for the total line is the total amount of foreign money divided by the total amount of domestic money.

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CITIBANK CORPORATE CARDS

REPORT NAME:	**COUNTRY SPENDING**
REPORT NUMBER:	**TBR 330**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, CARDMEMBER, COUNTRY CODE, MCC CATEGORY (TOTALS PROVIDED BY UNIT AND CARDMEMBER)**
CLIENT BENEFITS:	**MONITORS HOW TRAVEL DOLLARS ARE SPENT IN FOREIGN COUNTRIES.**

Report Description:

This lists foreign charges in both US dollars and by foreign currency equivalents. The currency rate is generated by the following computation: Foreign amount divided by domestic amount. Foreign amount divided by domestic amount. For the total line, the transactions are accumulated for each account, sub-unit, and unit. The currency rate for the total line is the total amount of foreign money divided by the total amount of domestic money.

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CITIBANK CORPORATE CARDS

REPORT NAME:	**COUNTRY SPENDING**
REPORT NUMBER:	**TBR 330**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**TRANSACTION**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, ALPHA BY CARDMEMBER, TRANSACTION(S), COUNTRY CODE, MCC CATEGORY (TOTALS PROVIDED BY CARDMEMBER AND BY UNIT)**
CLIENT BENEFITS:	**MONITORS HOW TRAVEL DOLLARS ARE SPENT IN FOREIGN COUNTRIES.**

Report Description:

This lists foreign charges in both US dollars and by foreign currency equivalents. The currency rate is generated by the following computation: Foreign amount divided by domestic amount. For the total line, the transactions are accumulated for each account, sub-unit, and unit. The currency rate for the total line is the total amount of foreign money divided by the total amount of domestic money. This report lists charges made in foreign countries (where information is provided). The report details the merchant name, transaction and post dates, location and reference number. Dollar information is given in terms of currency type, foreign amount, conversion rate and US equivalent. Totals by MCC and currency type are also provided. In "Transaction" level, the exchange rate will match the statement rate, however "Summary" provides an average of all transactions with each currency.

Note: "Paper based" foreign transactions are treated the same as POS transactions.

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CITIBANK CORPORATE CARDS

REPORT NAME:	**ACCOUNT AGING ANALYSIS**
REPORT NUMBER:	**TBR 340**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL (MEMO DOLLARS REFRESH AT CYCLE)**
SORT ORDER:	**UNIT, SUB-UNIT**
CLIENT BENEFITS:	**TRACKS THE DOLLAR AMOUNT AND NUMBER OF TIMES PAST DUE**

Report Description:

This report displays all units which contain accounts with past due balances, and the frequency of the past due behavior.
TSYS pulls this information from the IGB screen.
The following information is displayed for each unit:
1) Number of accounts listed as past due.
2) Name of the unit including the text set description.
3) Total dollar amount past due for each sub-unit.
Page breaks occur at each unit.

*The report only includes information for cardholders who are currently past due, not cardholders who were past due during a prior cycle and are now current.
*The "dollars" indicated in the top row is equal to the amount currently past due. This figure should be correct. The "number of times" past due is an accumulative counter used since the account was opened.

*Note: This report is not appropriate for corporate billed accounts. You should turn on the TBR 300 Past Due Report at the billing level or higher.

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CITIBANK CORPORATE CARDS

REPORT NAME:	**ACCOUNT AGING ANALYSIS**
REPORT NUMBER:	**TBR 340**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL (MEMO DOLLARS REFRESH AT CYCLE)**
SORT ORDER:	**UNIT, SUB-UNIT, ALPHA BY CARDMEMBER**
CLIENT BENEFITS:	**TRACKS THE DOLLAR AMOUNT AND OF TIMES AN ACCOUNT HAS BEEN PAST DUE.**

Report Description:

This report displays all accounts with past due balances, and the frequency of the past due behavior. TSYS pulls this information from the IGB screen. The cardholder accounts are sorted in descending order beginning with the highest past due bucket (for example, 181+ days) and in ascending order by account number. The following information is displayed for each unit: (number of accounts listed as past due; name of the unit, including the text set description; total dollar amount past due for each account) Page breaks occur at each unit.

*The report only includes information for cardholders who are currently past due, not cardholders who were past due during a prior cycle and are now current.
*The "dollars" indicated in the top row is equal to the amount currently past due. This figure should be correct. The "number of times" past due is an accumulative counter used since the account was opened.

Note: This report is not appropriate for corporate billed accounts. You should turn on the TBR 300 Past Due Report at the billing level or higher.

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CITIBANK CORPORATE CARDS

REPORT NAME:	**SIC EXCEPTION REPORT**
REPORT NUMBER:	**TBR 350**
FREQUENCIES AVAILABLE:	**MONTH END**
LEVEL OF DETAIL SELECTED:	**TRANSACTION**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, ALPHA BY CARDMEMBER, TRANSACTION**
CLIENT BENEFITS:	**MONITORING OF DEFINED TRANSACTION TYPES TO DETERMINE IF RESTRICTIONS ARE NEEDED.**

Report Description:

You may define up to 12 individual MCC codes or 6 ranges of MCC codes on the IUE screen for the client or identify a template which allows up to 75 MCC codes or 35 ranges. The client may decide if they want the MCC codes that are listed on the IUE screen to appear on the TBR 350 report or if they want all other MCC codes to appear by defining whether the screen includes or excludes. The information appearing on this report is sorted by cardmember. No MCC sort is done.

This report does not restrict usage, it only monitors activity. The transactions are displayed in both real and memo dollars; therefore, the transactions may appear twice (once under the company/agency listing and once under the individual). The total number of accounts include the company number in the counter. The report does not identify the MCC code of the transactions listed.

CITIBANK CORPORATE CARDS

REPORT NAME:	**ACCOUNT SUSPENSION AND CANCELLATION**
REPORT NUMBER:	**TBR 360**
FREQUENCIES AVAILABLE:	**CYCLE AND MONTH END**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**N/A**
SORT ORDER:	**UNIT / SUB-UNIT**
CLIENT BENEFITS:	**DELINQUENCY MANAGEMENT, ALLOWS FOR MONITORING OF SUSPENDED AND CANCELED ACCOUNTS.**

Report Description:

This report provides a list of accounts that have been suspended or canceled and details surrounding the past due balance and any fees associated with the delinquency. Past-due accounts are reported at the company/agency level.

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CITIBANK CORPORATE CARDS

REPORT NAME:	**ACCOUNT PRE-SUSPENSION AND PRE-CANCELLATION**
REPORT NUMBER:	**TBR 361**
FREQUENCIES AVAILABLE:	**CYCLE AND MONTH END**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**N/A**
SORT ORDER:	**UNIT / SUB-UNIT**
CLIENT BENEFITS:	**DELINQUENCY MANAGEMENT, ALLOWS FOR MONITORING OR FLAGGING OF PRE-SUSPENDED AND PRE-CANCELED ACCOUNTS.**

Report Description:

This report provides a list of accounts that are eligible for suspension or cancellation and the details surrounding the past due balance and any fees associated with the delinquency. Past-due accounts are reported at the company/agency level.

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CITIBANK CORPORATE CARDS

REPORT NAME:	**DECLINE AUTHORIZATIONS**
REPORT NUMBER:	**TBR 370**
FREQUENCIES AVAILABLE:	**CYCLE AND MONTH END**
LEVEL OF DETAIL SELECTED:	**TRANSACTION**
DOLLARS REFLECTED ON REPORT:	**REAL OR MEMO**
SORT ORDER:	
CLIENT BENEFITS:	**ALLOWS FOR TRACKING OF CARD DECLINES FOR MANAGEMENT OF ACCOUNT USAGE.**

Report Description:

This report supplies a list of declined transactions on each account.

CITIBANK CORPORATE CARDS

REPORT NAME:	**ACCOUNT CYCLE**
REPORT NUMBER:	**TBR 400**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, SUB-UNIT**
CLIENT BENEFITS:	**CONSOLIDATES ACCOUNT ACTIVITY (PURCHASES, PAYMENTS, DEBITS/CREDITS) FOR A SELECTED REPORTING UNIT. THIS ALSO PROVIDES THE TOTAL NUMBER OF TRANSACTIONS AS AN AGGREGATE OF PURCHASES + DEBITS, CASH ADVANCES, PAYMENTS, AND CREDITS.**

Report Description:

This is summary information of each unit (the charge and payment activity). The summary report will display the following information: previous balance, purchases, cash advances, misc. debits, payments, misc. credits, amount in dispute, amount past due, and current balance. The report will generate information on the unit selected and all SUB-UNITS based on the depth selected.

CITIBANK CORPORATE CARDS

REPORT NAME:	ACCOUNT CYCLE
REPORT NUMBER:	**TBR 400**
FREQUENCIES AVAILABLE:	CYCLE
LEVEL OF DETAIL SELECTED:	DETAIL
DOLLARS REFLECTED ON REPORT:	REAL AND/OR MEMO
SORT ORDER:	UNIT, SUB-UNIT, ALPHA BY CARDMEMBER
CLIENT BENEFITS:	CONSOLIDATES ACCOUNT ACTIVITY (PURCHASES, PAYMENTS, DEBITS/CREDITS) FOR A SELECTED REPORTING UNIT BROKEN OUT BY EACH ACCOUNT. THIS ALSO PROVIDES THE TOTAL NUMBER OF TRANSACTIONS AS AN AGGREGATE OF PURCHASES + DEBITS, CASH ADVANCES, PAYMENTS, AND CREDITS.

Report Description:

This is detailed information by cardmember within the unit (the charge and payment activity). The detail report will display the following information: previous balance, purchases, cash advances, misc. debits, payments, misc. credits, amount in dispute, amount past due, and current balance. The report will generate information on the unit selected, all SUB-UNITS and cardmembers based on the depth selected.

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CITIBANK CORPORATE CARDS

REPORT NAME:	ACCOUNT CYCLE
REPORT NUMBER:	**TBR 400**
FREQUENCIES AVAILABLE:	CYCLE
LEVEL OF DETAIL SELECTED:	TRANSACTION
DOLLARS REFLECTED ON REPORT:	REAL AND/OR MEMO
SORT ORDER:	UNIT, SUB-UNIT, ALPHA BY CARDMEMBER, TRANSACTION DATE
CLIENT BENEFITS:	CONSOLIDATES ACCOUNT ACTIVITY (PURCHASES, PAYMENTS, DEBITS/CREDITS) FOR A SELECTED REPORTING UNIT BROKEN OUT BY EACH ACCOUNT INCLUDING ITEMIZED TRANSACTIONS AND NUMBER OF TRANSACTIONS. ITEMIZED AS PURCHASES PLUS DEBITS, CASH ADVANCES, PAYMENTS, CREDITS.

Report Description:

This is transaction information by cardmember within the unit (the charge and payment activity). The transaction report will display the following: Previous balance, Purchases, Cash advances, misc. debits, payments, misc. credits, amount in dispute, amount past due, current balance, and cardmember transaction information for that period. The report will generate information on the unit selected, all SUB-UNITS and cardmembers based on the depth selected.

When report is selected in Transaction, it also displays sales tax information on the report. The information can be displayed in three (3) different manners.

0 - If "*0*" is displayed, the POS machine was capable of collecting sales tax information but didn't.

 0   - If only a 0 is displayed, there was NO sales tax on the transaction.

 $ - If it displays a dollar amount, this is the actual amount of sales tax assessed.

Note: The values reflected on the report for sales tax information depends on what the merchant entered in the POS terminal. This information could be incorrect.

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CITIBANK CORPORATE CARDS

REPORT NAME:	**DETAILED ACCOUNT CYCLE REPORT**
REPORT NUMBER:	**TBR 401**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**TRANSACTION**
DOLLARS REFLECTED ON REPORT:	**REAL AND MEMO**
SORT ORDER:	**UNIT**
CLIENT BENEFITS:	**CAN VIEW THE MCC GROUP AND DESCRIPTION, THE TAX ID NUMBER, A AND THE YEAR-END TOTALS**

Report Description:

This is transaction information by cardmember within the unit (the charge and payment activity). The report will display the following: Previous balance, Purchases, Cash advances, misc. debits, payments, misc. credits, amount in dispute, amount past due, current balance, MCC group number and description for each transaction and cardmember transaction information for that period. The report will generate information on the unit selected, all SUB-UNITS and cardmembers based on the depth selected.

The report also displays sales tax information, including tax ID number. The information can be displayed in three (3) different manners.

0 - If "*0*" is displayed, the POS machine was capable of collecting sales tax information but didn't.

0 - If only a 0 is displayed, there was NO sales tax on the transaction.

$ - If it displays a dollar amount, this is the actual amount of sales tax assessed.

Note: The values reflected on the report for sales tax information depends on what the merchant entered in the POS terminal. This information could be incorrect.

In addition to the information above, you will be able to view the year-to-date information for the account.

CITIBANK CORPORATE CARDS

REPORT NAME:	ACCOUNT SPENDING ANALYSIS
REPORT NUMBER:	TBR 410
FREQUENCIES AVAILABLE:	MONTH END, QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END
LEVEL OF DETAIL SELECTED:	SUMMARY
DOLLARS REFLECTED ON REPORT:	REAL AND/OR MEMO
SORT ORDER:	UNIT, SUB-UNIT
CLIENT BENEFITS:	PROVIDES A SUMMARY OF THE FREQUENCY SELECTED ALONG WITH YEAR-TO-DATE TOTALS BROKEN OUT BY THE SPENDING CATEGORIES. INFORMATION IS PROVIDED FOR UNIT, SUB-UNITS AND ACCOUNTS. TRANSACTION INFORMATION PROVIDED ON ACCOUNTED ONLY FOR FREQUENCY SELECTED.

Report Description:

This lists debits and credits in summary format by the client defined categories found on ITS (which references the SIC codes defined on IST). The report lists the defined categories at the top. The report will generate information on the unit selected and all sub-units based on the depth selected. This report will also display year-to-date information. Payments are not included in categories 1-9. FYI-these amounts include finance charges and payments in the net spend calculations in the "Other" category for the company number only.

Exception types along with their report number are as follows:

410-00	Summary of Categories	410-04	Category Four	410-08	Category Eight
410-01	Category One	410-05	Category Five	410-09	Category Nine
410-02	Category Two	410-06	Category Six	410-10	Category Ten
410-03	Category Three	410-07	Category Seven		

REPORT NAME:	ACCOUNT SPENDING ANALYSIS
REPORT NUMBER:	**TBR 410**
FREQUENCIES AVAILABLE:	MONTH END, QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END
LEVEL OF DETAIL SELECTED:	DETAIL
DOLLARS REFLECTED ON REPORT:	REAL AND/OR MEMO
SORT ORDER:	UNIT, SUB-UNIT, ALPHA BY CARDMEMBER
CLIENT BENEFITS:	PROVIDES A SUMMARY OF THE FREQUENCY SELECTED ALONG WITH YEAR-TO-DATE TOTALS BROKEN OUT BY THE SPENDING CATEGORIES. INFORMATION IS PROVIDED FOR UNIT, SUB -UNITS AND ACCOUNTS.

Report Description:

This lists debits and credits in detail by the client defined categories found on ITS (which references the SIC codes defined on IST). The report lists the defined categories at the top. The report will generate information on the unit selected, all sub-units and cardmembers based on the depth selected. year-to-date information will also display on this report. Payments are not included in categories 1-9. FYI- These amounts include finance charges and payments in the net spend calculations in the "Other" category for the company number only.

Exception types along with their report number are as follows:

410-00	Summary of Categories	410-04	Category Four	410-08	Category Eight
410-01	Category One	410-05	Category Five	410-09	Category Nine
410-02	Category Two	410-06	Category Six	410-10	Category Ten
410-03	Category Three	410-07	Category Seven		

REPORT NAME:	ACCOUNT SPENDING ANALYSIS
REPORT NUMBER:	TBR 410
FREQUENCIES AVAILABLE:	MONTH END, QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END
LEVEL OF DETAIL SELECTED:	TRANSACTION
DOLLARS REFLECTED ON REPORT:	REAL AND/OR MEMO
SORT ORDER:	MCC CATEGORY, UNIT, SUB-UNIT, ALPHA BY CARDMEMBER
CLIENT BENEFITS:	PROVIDES A SUMMARY OF THE FREQUENCY SELECTED ALONG WITH YEAR-TO-DATE TOTALS BROKEN OUT BY THE SPENDING CATEGORIES. INFORMATION IS PROVIDED FOR UNIT, SUB -UNITS AND ACCOUNTS.

Report Description:

This lists debits and credits in transaction by the client defined categories found on ITS (which references the SIC codes defined on IST). The report displays transaction and cardholder information for those that had activity in those categories. The report will generate information on the unit selected, all sub-units and cardmembers based on the depth selected.

Exception types along with their report number are as follows:

410-00 Summary of Categories	410-04 Category Four	410-08 Category Eight
410-01 Category One	410-05 Category Five	410-09 Category Nine
410-02 Category Two	410-06 Category Six	410-10 Category Ten
410-03 Category Three	410-07 Category Seven	

The report will display which category in the top left hand corner by adding it behind the report number. Example TBR 410-01, TBR 410-02, etc. Payments are not included in categories 1-9. FYI- These amounts include finance charges and payments in the net spend calculations in the "Other" category for the company number only.

CITIBANK CORPORATE CARDS

REPORT NAME:	ACCOUNT DISPUTE REPORT

REPORT NUMBER:	**TBR 420**
FREQUENCIES AVAILABLE:	CYCLE
LEVEL OF DETAIL SELECTED:	DETAIL
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**BANK, UNIT, ACCOUNT NUMBER**
CLIENT BENEFITS:	**CLIENTS CAN TRACK AND RESEARCH DISPUTE ACTIVITY.**

Report Description:

THIS REPORT GIVES DISPUTE INFORMATION IN THE FOLLOWING FORMAT;

ACCOUNT NUMBER-CARDHOLDER ACCOUNT NUMBER

CARDHOLDER NAME-NAME OF THE CARDHOLDER

DISPUTE AMOUNT-TOTAL DOLLAR AMOUNT OF TRANSACTIONS IN DISPUTE

DISPUTE COUNT-TOTAL NUMBER OF TRANSACTIONS IN DISPUTE FOR THE ACCOUNT

STATUS OF THE DISPUTE

UNIT TOTALS-TOTAL DOLLAR AMOUNT AND NUMBER OF TRANSACTIONS IN DISPUTE FOR THIS UNIT

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CITIBANK CORPORATE CARDS

REPORT NAME:	**ACCOUNT DISPUTE REPORT**
REPORT NUMBER:	**TBR 420**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**TRANSACTION**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**BANK, UNIT, ACCOUNT NUMBER, POST DATE, TRANSACTION DATE**
CLIENT BENEFITS:	**CLIENTS CAN TRACK AND RESEARCH DISPUTE ACTIVITY.**

Report Description:

THIS REPORT GIVES DISPUTE INFORMATION IN THE FOLLOWING FORMAT;

    ACCOUNT NUMBER/CARDHOLDER NAME-CARDHOLDER ACCOUNT NUMBER AND NAME

    MERCHANT NAME/CITY-NAME, CITY, AND STATE OF THE MERCHANT

    TRAN DATE-DATE THAT THE ORIGINAL TRANSACTION OCCURRED (MM/DD/YY)

    POST DATE-DATE THE THE ORIGINAL TRANSACTION POSTED TO THE ACCOUNT (MM/DD/YY)

    DATE ENTERED-DATE THAT THE TRANSACTION WAS PLACED IN DISPUTE (MM/DD/YY)

    DATE SETTLED-DATE THAT THE ISSUER DECIDED WHETHER THE CARDHOLDER OR AQUIRER IS RESPONSIBLE FOR THE TRANSACTION (MM/DD/YY). DISPLAYS 00/00/00 IF PENDING.

    DISPUTE AMOUNT-TOTAL DOLLAR AMOUNT OF THE DISPUTE

    STATUS-INDICATES WHETHER A DECISION ON THE DISPUTE IS PENDING OR WHETHER IT HAS BEEN SETTLED IN FAVOR OF THE CARDHOLDER OR USER.

    ACCOUNT TOTAL-TOTAL DOLLAR AMOUNT OF TRANSACTIONS IN DISPUTE FOR THE ACCOUNT

    UNIT TOTAL-TOTAL DOLLAR AMOUNT OF THE TRANSACTION IN DISPUTE FOR THIS UNIT

CITIBANK CORPORATE CARDS

REPORT NAME:	**AIRLINE ITINERARY**
REPORT NUMBER:	**TBR 500**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, SUB-UNIT**
CLIENT BENEFITS:	**TRAVEL MANAGEMENT TOOL TO TRACK AIRLINE USAGE WITHIN THE ORGANIZATION BY CARDHOLDER.**

Report Description:

This lists the airline debit and credit summary information by unit. Period-to-date and year-to-date totals for the debits and credits is provided along with a net amount in the final column. In addition to the dollars the number of transactions is provided. No detail information is provided on the summary report. Total and sub-totals are provided for each unit.

Note: Cycle overlap which occurs between the December cycle date and January 1 will cause the "Period-to-Date" field to be incorrect because this report is "Cycle" only. The "year-to-date" calculations are correct. December "Period-to-Date" is correct but the "year-to-date" will lose the balance of the month.
Examples: Cycle date 12/15-December: PTD 11/15-12/15 is correct, YTD only to 12/15, 12/16-12/31 lost due to clearing of YTD. January: YTD 1/1-1/15 correct, PTD 12/16-1/15 incorrect due to loss of 12/16-12/31 information.
*Year-to-Date is correct up to December. At this point, the client should use this figure as a "snapshot", not an exact figure.

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CITIBANK CORPORATE CARDS

REPORT NAME:	**AIRLINE ITINERARY**
REPORT NUMBER:	**TBR 500**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, SUB-UNIT, ALPHA BY CARDMEMBER (TOTALS PROVIDED BY CARDMEMBER, SUB UNIT AND UNIT)**
CLIENT BENEFITS:	**TRAVEL MANAGEMENT TOOL TO TRACK AIRLINE USAGE WITHIN THE ORGANIZATION BY CARDHOLDER.**

Report Description:

This lists the airline debit and credit summary information by cardholder under each unit. Period-to-date and year-to-date totals for the debits and credits is provided along with a net amount in the final column. In addition to the dollars the number of transactions is provided. No detail information is provided on the detail report. Sub-totals and totals are included for the units.

Note: Cycle overlap which occurs between the December cycle date and January 1 will cause the "Period To Date" field to be incorrect because this report is "Cycle" only. The "Year-to-Date" calculations are correct. December "Period-to-Date" is correct but the "Year-to-Date" will lose the balance of the month.
Examples: Cycle date 12/15-December: PTD 11/15-12/15 is correct, YTD only to 12/15, 12/16-12/31 lost due to clearing of YTD. January: YTD 1/1-1/15 correct, PTD 12/16-1/15 incorrect due to loss of 12/16-12/31 information.
*Year-to-Date is correct up to December. At this point, the client should use this figure as a "snapshot", not an exact figure.

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CITIBANK CORPORATE CARDS

REPORT NAME:	**AIRLINE ITINERARY**
REPORT NUMBER:	**TBR 500**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**TRANSACTION**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, SUB-UNIT, ALPHA BY CARDMEMBER TRANSACTION (TOTALS PROVIDED BY CARDMEMBER, SUB-UNIT AND UNIT)**
CLIENT BENEFITS:	**TRAVEL MANAGEMENT TOOL TO TRACK AIRLINE USAGE WITHIN THE ORGANIZATION .**

Report Description:

This lists the details of each airline transaction (debits and credits) for each individual account number. The details provided include post date, transaction date, description (airline carrier), ticket number (ticket numbers may not appear on credit transactions), location (merchant DBA location where the transaction took place, including the city, state, and country), passenger name, depart date (MM/DD/YY), travel agency (if any) that made the reservation, amount, and listed on the second line the itinerary details (trip legs). Period to date and year to date totals and sub-totals are provided for each cardholder and unit level in memo and real dollars. In addition to the total dollars number of transactions for both debits and credits is indicated along with the net dollar amount.

Note: Cycle overlap which occurs between the December cycle date and January 1 will cause the "Period-to-Date" field to be incorrect because this report is "Cycle" only. The "Year-to-Date" calculations are correct. December "Period-to-Date" is correct but the "Year-to-Date" will lose the balance of the month.
Examples: Cycle date 12/15-December: PTD 11/15-12/15 is correct, YTD only to 12/15, 12/16-12/31 lost due to clearing of YTD. January: YTD 1/1-1/15 correct, PTD 12/16-1/15 incorrect due to loss of 12/16-12/31 information.
*Year-to-Date is correct up to December. At this point, the client should use this figure as a "snapshot", not an exact figure.

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**AIRLINE CREDIT**
REPORT NUMBER:	**TBR 510**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, SUB-UNIT**
CLIENT BENEFITS:	**TRAVEL MANAGEMENT TOOL TO TRACK AIRLINE CREDITS WITHIN THE ORGANIZATION BY CARDHOLDER.**

Report Description:

This report lists the total numbers and dollars of airline credits for each unit. No breakdown or detail is provided, only the totals. These reports are MCC driven. There is no header information.

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**AIRLINE CREDIT**
REPORT NUMBER:	**TBR 510**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, SUB-UNIT, ALPHA BY CARDMEMBER (TOTALS PROVIDED BY CARDMEMBER, SUB UNIT AND UNIT)**
CLIENT BENEFITS:	**TRAVEL MANAGEMENT TOOL TO TRACK AIRLINE CREDITS WITHIN THE ORGANIZATION BY CARDHOLDER.**

Report Description:

This report lists the total numbers and dollars of airline credits for each cardholder. No breakdown or detail is provided, only the totals. Totals and sub-totals are provided for the units. These reports are MCC driven. There is no heading information. No YTD or PTD information.

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**AIRLINE CREDIT**
REPORT NUMBER:	**TBR 510**
FREQUENCIES AVAILABLE:	**CYCLE**
LEVEL OF DETAIL SELECTED:	**TRANSACTION**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, SUB-UNIT, ALPHA BY CARDMEMBER TRANSACTION (TOTALS PROVIDED BY CARDMEMBER, SUB-UNIT AND UNIT)**
CLIENT BENEFITS:	**TRAVEL MANAGEMENT TOOL TO TRACK AIRLINE CREDITS WITHIN THE ORGANIZATION BY CARDHOLDER.**

Report Description:

This report lists details for credits under each cardholder. The details provided include the post date, transaction date, description (merchant DBA name or description of the transaction - if a ticket number was entered as part of the description it should appear here), location, (merchant DBA location where the transaction took place, including the city, state, and country), and amount. The total number of transactions and dollars are indicated for each sub-total and total. There is no trip detail (trip leg or travel date) provided on this report. These reports are MCC driven. No YTD or PTD.

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**AIRLINE CITY PAIR FREQUENCIES**
REPORT NUMBER:	**TBR 520**
FREQUENCIES AVAILABLE:	**MONTH END, QUARTER, FISCAL QUARTER**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL**
SORT ORDER:	**UNIT, AIRLINE CITY PAIR**
CLIENT BENEFITS:	**USED TO MANAGE THE TRAVEL FREQUENCIES BY CITY.**

Report Description:

This report shows the travel volume between cities by carrier. The report would not include all transactions since only transactions with attached itinerary information are included on this report. The details indicated include origination city, destination city, carrier name, and volume (number of times) for the current period and year-to-date. The summary and detail reports provide the same level of information.

CITIBANK CORPORATE CARDS

REPORT NAME:	**AIRLINE CITY PAIR FREQUENCIES**
REPORT NUMBER:	**TBR 520**
FREQUENCIES AVAILABLE:	**MONTH END, QUARTER, FISCAL QUARTER**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL**
SORT ORDER:	**SAMPLE REPORT NOT AVAILABLE**
CLIENT BENEFITS:	**USED TO MANAGE THE TRAVEL FREQUENCIES BY CITY.**

Report Description:

This report shows the travel volume between cities by carrier. The report would not include all transactions since only transactions with attached itinerary information are included on this report. The details indicated include origination city, destination city, carrier name, and volume (number of times) for the current period and year-to-date. The summary and detail reports provide the same level of information.

CITIBANK CORPORATE CARDS

REPORT NAME:	**AIRLINE CARRIER FREQUENCIES**
REPORT NUMBER:	**TBR 530**
FREQUENCIES AVAILABLE:	**MONTH END, QUARTER, FISCAL QUARTER**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL**
SORT ORDER:	**UNIT, AIRLINE CARRIER**
CLIENT BENEFITS:	**USED TO MANAGE AIRLINE TRAVEL EFFICIENCY TO LEVERAGE SPENDING. (BARGAINING TOOL)**

Report Description:

This lists the volume of travel by carrier, including the city pairs and the class of service (1st class, coach, etc.) The information is sorted by city pair and then service class within the city pair. Totals are given for each carrier and for each unit. The summary and detail reports provide the same level of information.

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**AIRLINE CARRIER FREQUENCIES**
REPORT NUMBER:	**TBR 530**
FREQUENCIES AVAILABLE:	**MONTH END, QUARTER, FISCAL QUARTER**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL**
SORT ORDER:	**SAMPLE REPORT NOT AVAILABLE**
CLIENT BENEFITS:	**USED TO MANAGE AIRLINE TRAVEL EFFICIENCY TO LEVERAGE SPENDING (BARGAINING TOOL)**

Report Description:

This lists volume of travel by carrier, including the city pairs and the class of service (1st class, coach, etc.). The information is sorted by city pair and then service class within the city pair. Totals are give for each carrier and for each unit. The summary and detail reports provide the same level of information.

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**HOTEL FREQUENCY REPORT**
REPORT NUMBER:	**TBR 540**
FREQUENCIES AVAILABLE:	**MONTH END, QUARTER, FISCAL QUARTER**
LEVEL OF DETAIL SELECTED:	**SUMMARY (ONLY OPTION AVAILABLE)**
DOLLARS REFLECTED ON REPORT:	**REAL**
SORT ORDER:	**UNIT, SUB-UNIT, MCC, STATE, CITY**
CLIENT BENEFITS:	**USED TO MANAGE HOTEL USAGE EFFICIENCY TO LEVERAGE SPENDING (BARGAINING TOOL)**

Report Description:

This report summarized purchase volume for hotel use. The report provides a summary of information on hotel use for calendar month, calendar quarter or fiscal quarter. The report sorts in this order:

1. Ascending order by MCC (provides hotel name assigned to MCC)
2. Within each MCC it will sort by city and state.

The report provides the following information for each MCC within each city:

A. Total volume of charges at that particular hotel within the city/state listed.*
B. Year to date volume of charges at that particular hotel within the city/state listed.*
C. Total amount of spend at that particular hotel within the city/state listed.**
D. Year to date amount of spend at that particular hotel within the city/state listed.**

A grand total for each MCC is provided which includes volume, YTD volume, amount, YTD amount. At the very end of the report, total company/agency information is given combining all hotel MCCs for volume, YTD volume, amount, YTD amount.

*Volume counters are incremented by debits only.
**Credits are reflected in amount totals.
Note: All foreign charges are sorted at the top of the report.

CITIBANK CORPORATE CARDS

REPORT NAME:	**CAR RENTAL FREQUENCY REPORT**
REPORT NUMBER:	**TBR 550**
FREQUENCIES AVAILABLE:	**MONTH END, QUARTER, FISCAL QUARTER**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL**
SORT ORDER:	**UNIT, SUB-UNIT, MCC, STATE, CITY**
CLIENT BENEFITS:	**USED TO MANAGE CAR RENTAL EFFICIENCY TO LEVERAGE SPENDING (BARGAINING TOOL)**

Report Description:

Summarizes purchase volume by car rental vendor.

Provides summary information on car rental use for calendar month, calendar quarter, and fiscal quarter.

The report sorts in the following order:

1. Ascending order by MCC (Provides hotel name assigned to MCC)
2. Within each MCC it sorts by City and State.

The report provides the following information for each MCC within each City.

A. Month to date volume of charges at that particular car rental agency within the city-state listed.*
B. year-to-date volume of charges at that particular car rental agency within the city-state listed.*
C. Month-to-Date total dollar amount of spend at that particular car rental agency within the city-state listed.**
D. year-to-date total dollar amount of spend at that particular car rental agency within the city-state listed.**

A grand total for each MCC is provided which includes volume, YTD volume, amount, YTD amount. The report breaks these totals down by unit and sub-unit.

*Volume counters are incremented by debits only.

**Credits are reflected in amount totals.

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CITIBANK CORPORATE CARDS

REPORT NAME:	**MERCHANT ANALYSIS**
REPORT NUMBER:	**TBR 600**
FREQUENCIES AVAILABLE:	**MONTH END, QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, MCC CATEGORY, MCC CODE, ALPHA BY CARDMEMBER**
CLIENT BENEFITS:	**PROVIDES SPECIFIC INFORMATION REGARDING SPENDING BY MERCHANT CATEGORIES.**

Report Description:

The client defines up to nine (9) MCC Code categories and up to 60 individual or 30 ranges of MCC codes they wish to see as purchases listed. Purchases are listed within that MCC code alphabetically by cardmember. Each MCC code is totaled to include MTD, QTD and YTD information. Totals are accumulated by dollar amount, number of transactions and average ticket amount.

CITIBANK CORPORATE CARDS

REPORT NAME:	**MERCHANT ANALYSIS**
REPORT NUMBER:	**TBR 600**
FREQUENCIES AVAILABLE:	**MONTH END, QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**TRANSACTION**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, MCC CATEGORY, MCC CODE, ALPHA BY CARDMEMBER, TRANSACTION**
CLIENT BENEFITS:	**PROVIDES SPECIFIC INFORMATION REGARDING SPENDING BY MERCHANT CATEGORIES INCLUDING TRANSACTION INFORMATION.**

Report Description:

The client defines up to nine (9) MCC Categories and up to 60 individual or 30 ranges of MCC codes they wish to see as purchases listed.

Purchases are listed within the defined MCC code alphabetically by cardmember. The report displays merchant name, city, state, date the transaction posted to the system, the sales date and dollar amount for each transaction. Each MCC code is totaled to include MTD, QTD and YTD information. Totals are accumulated by dollar amount, number of transactions and average ticket amount.

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**MERCHANT SUMMARY ANALYSIS**
REPORT NUMBER:	**TBR 605**
FREQUENCIES AVAILABLE:	**MONTH END, QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL**
SORT ORDER:	**UNIT, MCC CATEGORY, MCC CODE**
CLIENT BENEFITS:	**SUMMARY OF SPENDING BY MERCHANT CATEGORIES.**

Report Description:

This report displays a summary of the activity generated on the accounts by MCC category code. Listed information is: MCC Code, MCC Code description (industry standard), debit and credit dollar amount, number of debits and credits, the average transaction amount by debits and credits. The information is listed as MTD, QTD and YTD totals. Each MCC Category provides a 'Grand Total' at the end of that category.

CITIBANK CORPORATE CARDS

REPORT NAME:	**MERCHANT SUMMARY ANALYSIS**
REPORT NUMBER:	**TBR 605**
FREQUENCIES AVAILABLE:	**MONTH END, QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL**
SORT ORDER:	**UNIT, MCC CATEGORY, MCC CODE, MERCHANT NAME AND LOCATION**
CLIENT BENEFITS:	**SUMMARY OF SPENDING BY MERCHANT CATEGORIES BROKE OUT BY MERCHANT NAME, CITY, STATE.**

Report Description:

This report displays a detailed listing of the activity generated on the accounts by MCC category code. Listed information is: MCC Code, MCC code description (industry standard), merchant name including City and State, debit and credit dollar amount, number of debit and credit transactions. The information is listed as MTD, QTD and YTD totals. Each MCC code is totaled. A 'Grand Total' is provided at the end of each category.

CITIBANK CORPORATE CARDS

REPORT NAME:	**DMA ANALYSIS**
REPORT NUMBER:	**TBR 610**
FREQUENCIES AVAILABLE:	**MONTH END, QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL**
SORT ORDER:	**UNIT, MARKET AREA (COUNTRY, STATE, CITY) MCC CODE**
CLIENT BENEFITS:	**CONSOLIDATES SPENDING BY MCC CODES BY REGION OR MARKET AREA.**

Report Description:

This shows account activity within designated market areas. DMA stands for Demographic Merchant Analysis. These areas are defined on the system and currently can not be client defined. This report will list the following account activity:

- Market area = country, city and state
- MCC Code Description = industry standard
- Including transaction amount; number of transactions; average ticket amount.

The information is listed as MTD, QTD and YTD totals.

CITIBANK CORPORATE CARDS

REPORT NAME:	**DMA ANALYSIS**
REPORT NUMBER:	**TBR 610**
FREQUENCIES AVAILABLE:	**MONTH END, QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**TRANSACTION**
DOLLARS REFLECTED ON REPORT:	**REAL**
SORT ORDER:	**UNIT, MARKET AREA (COUNTRY, STATE, CITY) MCC CODE, TRANSACTION POST DATE**
CLIENT BENEFITS:	**CONSOLIDATES SPENDING BY MCC CODES BY REGION OR MARKET AREA.**

Report Description:

This shows account activity within designated market areas. DMA stands for Demographic Merchant Analysis. These areas are defined on the system and currently can not be client defined. This report will list the following account activity:

- Market area = Country, City, State
- MCC Code Description = industry standard;
- Merchant description = name of merchant
- Location = city and state of merchant
- Posting date = the date the transaction posted to the system
- Transaction date = the sales date of the transaction
- Amount = dollar amount of transaction.

The total spend, number of transactions and average transaction amount is provided in MTD, QTD and YTD totals.

CITIBANK CORPORATE CARDS

REPORT NAME:	CHAIN VOLUME ANALYSIS
REPORT NUMBER:	TBR 620
FREQUENCIES AVAILABLE:	MONTH END, QUARTER, FISCAL QUARTER
LEVEL OF DETAIL SELECTED:	DETAIL
DOLLARS REFLECTED ON REPORT:	REAL
SORT ORDER:	UNIT, MCC CATEGORY, TOP CHAINS, TOP LOCATIONS
CLIENT BENEFITS:	HIGH SPENDING MCC CATEGORIES ALONG WITH LOCATIONS.

Report Description:

This report displays the top MCC codes within each of the 10 spending categories (Displays the MCC definition name only not the MCC number). It then displays up to the top 20 merchants within these MCC codes. The client may define how many MCC codes and how many merchants will appear on the report for each spending category. This report displays high spending for the reporting period selected in descending order. Categories display from left to right making the report difficult to read.

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**SALES TAX REPORT**
REPORT NUMBER:	**TBR 630**
FREQUENCIES AVAILABLE:	**MONTH END, QUARTER, ANNUAL**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, ALPHA IN-STATE, ALPHA OUT- OF-STATE**
CLIENT BENEFIT:	**PROJECTIONS ONLY.**

Report Description:

At this time all TBR 630 reports will have a note at the top of each page stating "Sales tax data provided on this report should be used for analysis purposes only; NOT tax payment." This report shows the sales tax by in-state and out-of-state totals. This information is only available on the report if the merchant is level II capable and is sending the information through their terminal. Thus, this report can be used as an in identifying which transactions have sales tax information.

The report displays three columns of information. The **first** column displays the total transaction dollar amount for items with sales tax greater than zero, which were reported by the merchant. The **second** column displays the total transaction dollar amount for items with zero sales tax, which were reported by the merchant. The **third** column displays the total transaction dollar amount for items that did not have sales tax reported.

Note: If a merchant POS terminal is capable of collecting tax ID information and our client is unable to provide a valid tax ID number, the merchant should fill the field with a space. If anything other than a space is provided, erroneous information will appear on this report.

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	SALES TAX REPORT
REPORT NUMBER:	TBR 630
FREQUENCIES AVAILABLE:	MONTH END, QUARTER, ANNUAL
LEVEL OF DETAIL SELECTED:	DETAIL
DOLLARS REFLECTED ON REPORT:	REAL AND/OR MEMO
SORT ORDER:	UNIT, ALPHA IN-STATE, ALPHA OUT- OF-STATE, ALPHA BY CARDMEMBER
CLIENT BENEFITS:	PROJECTIONS ONLY

Report Description:

At this time all TBR 630 reports will have a note at the top of each page stating "Sales tax data provided on this report should be used for analysis purposes only; NOT tax payment." This report shows the sales tax by in-state and out-of-state totals. This information is only available on the report if the merchant is level II capable and is sending the information through their terminal. This report will reflect the Sales Tax indicator on MEA.

The report displays three columns of information. The **first** column displays the total transaction dollar amount for items with sales tax greater than zero, which were reported by the merchant. The **second** column displays the total transaction dollar amount for items with zero sales tax, which were reported by the merchant. The **third** column displays the total transaction dollar amount for items that did not have sales tax reported.

Note: If a merchant POS terminal is capable of collecting tax ID information and our client is unable to provide a valid tax ID number, the merchant should fill the field with a space. If anything other than a space is provided, erroneous information will appear on this report.

7/24/2006

REPORT NAME:	**SALES TAX REPORT**
REPORT NUMBER:	**TBR 630**
FREQUENCIES AVAILABLE:	**MONTH END, QUARTER, ANNUAL**
LEVEL OF DETAIL SELECTED:	**TRANSACTION**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, MCC CODE, ALPHA IN-STATE,**
	ALPHA OUT-OF STATE, ALPHA BY CARDMEMBER
CLIENT BENEFITS:	**PROJECTIONS ONLY**

Report Description:

This report does not display transaction information. At this time all TBR 630 reports will have a note at the top of each page stating "Sales tax data provided on this report should be used for analysis purposes only; NOT tax payment." This report shows the sales tax by in-state and out-of-state totals. This information is only available on the report if the merchant is level II capable and is sending the information through their terminal. This report will reflect the Sales Tax indicator on MEA.

The report displays three columns of information. The **first** column displays the total transaction dollar amount for items with sales tax greater than zero, which were reported by the merchant. The **second** column displays the total transaction dollar amount for items with zero sales tax, which were reported by the merchant. The **third** column displays the total transaction dollar amount for items that did not have sales tax reported.

Note: If a merchant POS terminal is capable of collecting tax ID information and our client is unable to provide a valid tax ID number, the merchant should fill the field with a space. If anything other than a space is provided, erroneous information will appear on this report.

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**1099 REPORT BY MCC DESCRIPTION**
REPORT NUMBER:	**TBR 640**
FREQUENCIES AVAILABLE:	**QUARTER, ANNUAL**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, MCC CODE**
CLIENT BENEFITS:	**THIS REPORT WILL PROVIDE THE CLIENT WITH A TOOL TO DETERMINE WHICH SUPPLIES ARE PROVIDING LEVEL 2 INFORMATION.**

Report Description:

This report shows transaction totals by MCC code for merchants that are not incorporated. This can be used to coincide with tax compliance. 1099 status is determined by information received from the Association. A very small percentage of the information is up-to-date on the association files. This report should NOT be relied on as complete information for tax reporting purposes because the report will only display totals for transactions carrying the 1099 information.

CITIBANK CORPORATE CARDS

REPORT NAME:	**1099 REPORT BY MCC DESCRIPTION**
REPORT NUMBER:	**TBR 640**
FREQUENCIES AVAILABLE:	**QUARTER, ANNUAL**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, MCC CODE, MERCHANT NAME BASED ON FEDERAL TAX IDENTIFICATION NUMBER**
CLIENT BENEFITS:	**THIS REPORT WILL PROVIDE THE CLIENT WITH A TOOL TO DETERMINE WHICH SUPPLIES ARE PROVIDING LEVEL 2 INFORMATION.**

Report Description:

This report shows transaction totals by MCC code for merchants that are not incorporated. This can be used to coincide with tax compliance. 1099 status is determined by information received from the Association. A very small percentage of the information is up-to-date on the association files. This report should NOT be relied on as complete information for tax reporting purposes because the report will only display totals for transactions carrying the 1099 information.

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**1099 REPORT BY MCC DESCRIPTION**
REPORT NUMBER:	**TBR 640**
FREQUENCIES AVAILABLE:	**QUARTER, ANNUAL**
LEVEL OF DETAIL SELECTED:	**TRANSACTION**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, MCC CODE, MERCHANT**
CLIENT BENEFITS:	**THIS REPORT WILL PROVIDE THE CLIENT WITH A TOOL TO DETERMINE WHICH SUPPLIES ARE PROVIDING LEVEL 2 INFORMATION.**

Report Description:

This report shows transaction totals by MCC code for merchants that are not incorporated. This can be used to coincide with tax compliance. 1099 status is determined by information received from the Association. A very small percentage of the information is up-to-date on the association files. This report should NOT be relied on as complete information for tax reporting purposes because the report will only display totals for transactions carrying the 1099 information.

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CITIBANK CORPORATE CARDS

REPORT NAME:	**MINORITY VENDOR BY MINORITY TYPE**
REPORT NUMBER:	**TBR 645**
FREQUENCIES AVAILABLE:	**QUARTER, ANNUAL**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, MINORITY TYPE CODE (MINORITY AND WOMEN OWNED)**
CLIENT BENEFITS:	**THIS REPORT WILL PROVIDE THE CLIENT WITH A TOOL TO DETERMINE WHICH SUPPLIES ARE PROVIDING LEVEL 2 INFORMATION.**

Report Description:

This report shows total dollar amount of transactions by minority type code. Minority Classification is determined by information received from the Association. A very small percentage of the information is up-to-date on the association files. This report should NOT be relied on as complete information for tax reporting purposes. This report will reflect period-to-date and year-to-date net purchases and % of total net purchases.

Minority codes are defined as follows:

N: Not Minority Owned	BL: Black	HI: Hispanic
AI: Asian-Indian	AP: Asian-Pacific	NA: Native-American
OT: Other	Women Owned: Female	

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CITIBANK CORPORATE CARDS

REPORT NAME:	**5 QUARTER VENDOR SUMMARY BY MCC CONTROL UNIT LISTING**
REPORT NUMBER:	**TBR 650**
FREQUENCIES AVAILABLE:	**QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**MEMO**
SORT ORDER:	**MCC**
CLIENT BENEFITS:	**ALLOWS FOR TRACKING OF SPEND BY MERCHANT CATEGORY CODE OF EACH VENDOR FOR THE PAST 5 QUARTERS**

Report Description:

Report lists volume for each merchant/vendor by MCC including number of transactions, average transactions, percentage of MCC category and percentage of unit total for each of the past 5 quarters and also rolls up a year-to-date total.

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**5 QUARTER VENDOR SUMMARY BY MERCHANT**
REPORT NUMBER:	**TBR 651**
FREQUENCIES AVAILABLE:	**QUARTER, FISCAL QUARTER, ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**MEMO**
SORT ORDER:	**MERCHANT**
CLIENT BENEFITS:	**ALLOWS FOR TRACKING OF SPEND BY MERCHANT FOR THE PAST 5 QUARTERS**

Report Description:

Report lists volume by number of transactions, average amount and percentage of unit total for each merchant/vendor for the past 5 quarters and also rolls up a year-to-date total.

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**MINORITY VENDOR BY MINORITY TYPE**
REPORT NUMBER:	**TBR 645**
FREQUENCIES AVAILABLE:	**QUARTER, ANNUAL**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, MINORITY CLASSIFICATION AND TAX IDENTIFICATION NUMBER**
CLIENT BENEFITS:	**THIS REPORT WILL PROVIDE THE CLIENT WITH A TOOL TO DETERMINE WHICH SUPPLIES ARE PROVIDING LEVEL 2 INFORMATION.**

Report Description:

This report shows total dollar amount of transactions by minority type code along with the merchant's name and address. Minority Classification is determined by information received from the Association. A very small percentage of the information is up-to-date on the association files. This report should NOT be relied on as complete information for tax reporting purposes. This report will reflect period-to-date and year-to-date net purchases and % of total net purchases.

Minority codes are defined as follows:

N: Not Minority Owned	BL: Black	HI: Hispanic
AI: Asian-Indian	AP: Asian-Pacific	NA: Native-American
OT: Other	Women Owned: Female	

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**MINORITY VENDOR BY MINORITY TYPE**
REPORT NUMBER:	**TBR 645**
FREQUENCIES AVAILABLE:	**QUARTER, ANNUAL**
LEVEL OF DETAIL SELECTED:	**TRANSACTION**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, MINORITY CLASSIFICATION, MERCHANT NAME BASED ON LOCATION**
CLIENT BENEFITS:	**THIS REPORT WILL PROVIDE THE CLIENT WITH A TOOL TO DETERMINE WHICH SUPPLIES ARE PROVIDING LEVEL 2 INFORMATION.**

Report Description:

This report shows total dollar amount of transactions by minority type code along with the merchant's name and address. Minority Classification is determined by information received from the Association. A very small percentage of the information is up-to-date on the association files. This report should NOT be relied on as complete information for tax reporting purposes. This report will reflect Period-to-Date and year-to-date net purchases and % of total net purchases.

Minority codes are defined as follows:

N: Not Minority Owned	BL: Black	HI: Hispanic
AI: Asian-Indian	AP: Asian-Pacific	NA: Native-American
OT: Other	Women Owned: Female	

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**ANNUAL ACCOUNT ANALYSIS**
REPORT NUMBER:	**TBR 700**
FREQUENCIES AVAILABLE:	**MONTHLY, QUARTERLY, ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, SUB-UNIT, MONTH**
CLIENT BENEFITS:	**12 MONTH REVIEW OF THE SPENDING ACTIVITY INCLUDING PAYMENT'S, PURCHASES, CASH ADVANCES, MISC DEBITS AND CREDITS. INFORMATION IS USED FOR MONTH TO MONTH REPORTING.**

Report Description:

This details account spending activity by month for the period selected; however, only those months with activity will a report generate. If Quarterly is requested, then you will receive the 3 months of activity within that Quarter. These totals will be broken down by month by purchases, cash advances, miscellaneous debits, payments, miscellaneous credits, and current balance. These totals are provided for each unit and sub-unit based on the depth selected. Memo dollar information will only be included if you select your depth down to the cardholder level.

*Note: * A selection of "Monthly" gives no YTD information.*
*   * If no activity for the period selected, no reports will generate. If your client receives this report as a Monthly report and then changes to Annual frequency in December, the December month data will not generate separately, it will be part of the annual report.*

CITIBANK CORPORATE CARDS

REPORT NAME:	ANNUAL ACCOUNT ANALYSIS
REPORT NUMBER:	**TBR 700**
FREQUENCIES AVAILABLE:	MONTHLY, QUARTERLY, ANNUAL, FISCAL YEAR END
LEVEL OF DETAIL SELECTED:	DETAIL
DOLLARS REFLECTED ON REPORT:	REAL AND/OR MEMO
SORT ORDER:	UNIT, SUB-UNIT, ALPHA BY CARDMEMBER, MONTH
CLIENT BENEFITS:	**12** MONTH REVIEW OF THE CARDHOLDER'S SPENDING ACTIVITY INCLUDING PAYMENT'S, PURCHASES, CASH ADVANCES, MISC DEBITS AND CREDITS. INFORMATION IS USED FOR MONTH TO MONTH REPORTING.

Report Description:

This details account spending activity by month for the year; however, only those months with activity. These totals will be broken down by month by purchases, cash advances, miscellaneous debits, payments, miscellaneous credits and current balance. These totals are provided for each cardmember, unit and sub-unit based on the depth selected. Memo dollar and cardholder information will only be included if you select your depth down to the cardholder level.

*Note: * A selection of "Monthly" does not give YTD information.*
*   * If no activity for the period selected, no reports will generate. If your client receives this report as a Monthly report and then changes to Annual frequency in December, the December month data will not generate separately, it will be part of the annual report.*

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	ANNUAL ACCOUNT ANALYSIS
REPORT NUMBER:	**TBR 700**
FREQUENCIES AVAILABLE:	MONTHLY, QUARTERLY, ANNUAL, FISCAL YEAR END
LEVEL OF DETAIL SELECTED:	TRANSACTION
DOLLARS REFLECTED ON REPORT:	REAL AND/OR MEMO
SORT ORDER:	UNIT, SUB-UNIT, ACCOUNT, MONTH, TRANSACTION POST DATE, AMOUNT
CLIENT BENEFITS:	12 MONTH REVIEW OF THE CARDHOLDER'S SPENDING ACTIVITY INCLUDING PAYMENT'S, PURCHASES, CASH ADVANCES, MISC DEBITS AND CREDITS. INFORMATION IS USED FOR MONTH TO MONTH AT A GLANCE REPORTING. TRANSACTION INFORMATION IS PROVIDED FOR THE PERIOD SELECTED.

Report Description:

This details account spending activity by month for the year; however, only those months with activity. These totals will be broken down by month by purchases, cash advances, miscellaneous debits, payments, miscellaneous credits and current balance. These totals are provided for each cardmember, unit and sub-unit based on the depth selected. Memo dollar and cardholder information will only be included if you select your depth down to the cardholder level.

When the report is requested in transaction, it provides the following break down:

1. Cardmember Name
2. Account Number
3. Monthly charging activity
4. Itemized individual transactions by name of merchant, city and state.

*Note: * A selection of "Monthly" does not give YTD information.*
   * If no activity for the period selected, no reports will generate. If your client receives this report as a Monthly report and then changes to Annual frequency in December, the December month data will not generate separately, it will be part of the annual report.

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**ANNUAL SPENDING ANALYSIS**
REPORT NUMBER:	**TBR 710**
FREQUENCIES AVAILABLE:	**MONTHLY, QUARTERLY, ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, SUB-UNIT, MONTH**
CLIENT BENEFITS:	**PROVIDES A SUMMARY OF THE FREQUENCY SELECTED BROKEN OUT BY THE SPENDING CATEGORIES. THE NUMBER OF DEBITS AND CREDITS IS ALSO PROVIDED WITH PAID TO DATE INFORMATION.**

Report Description:

This shows account spending by month, then category. Report is broken out for each month by spending category (within the 10 spending categories). The summary report does NOT provide name of cardmember of account number. It includes the number of debits, number of credits, average by month and totals. It provides a breakdown of each month within the 10 assigned spending categories.

*Note: * A selection of "Monthly" does not give YTD information.*
*   * If no activity for the period selected, no reports will generate. If your client receives this report as a Monthly report and then changes to Annual frequency in December, the December month data will not generate separately, it will be part of the annual report.*

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**ANNUAL SPENDING ANALYSIS**
REPORT NUMBER:	**TBR 710**
FREQUENCIES AVAILABLE:	**ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**DETAIL**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, SUB-UNIT, ACCOUNT, MONTH**
CLIENT BENEFITS:	**PROVIDES A SUMMARY OF THE FREQUENCY SELECTED ALONG WITH YEAR -TO-DATE TOTALS BROKEN OUT BY THE SPENDING CATEGORIES. INFORMATION IS PROVIDED FOR UNIT, SUB-UNITS AND ACCOUNTS.**

Report Description:

This shows account spending by month, then category. Report is broken out for each month by spending category (within the 10 spending categories). The detail report does provide name of cardmember and account number but does not contain transactional information. For each unit, sub-unit and cardholder the report includes the number of debits, number of credits, average by month and totals. It provides a breakdown of each month within the 10 assigned spending categories.

*Note: * A selection of "Monthly" does not give YTD information.*
*   * If no activity for the period selected, no reports will generate. If your client receives this report as a Monthly report and then changes to Annual frequency in December, the December month data will not generate separately, it will be part of the annual report.*

7/24/2006

CITIBANK CORPORATE CARDS

REPORT NAME:	**ANNUAL SPENDING ANALYSIS**
REPORT NUMBER:	**TBR 710**
FREQUENCIES AVAILABLE:	**ANNUAL, FISCAL YEAR END**
LEVEL OF DETAIL SELECTED:	**TRANSACTION**
DOLLARS REFLECTED ON REPORT:	**REAL AND/OR MEMO**
SORT ORDER:	**UNIT, SUB-UNIT, ACCOUNT, MONTH, TRANSACTION POST DATE, AMOUNT**
CLIENT BENEFITS:	**PROVIDES A SUMMARY OF THE FREQUENCY SELECTED ALONG WITH YEAR-TO-DATE TOTALS BROKEN OUT BY THE SPENDING CATEGORIES. INFORMATION IS PROVIDED FOR UNIT, SUB-UNITS AND ACCOUNTS. TRANSACTION INFORMATION PROVIDED ON ACCOUNTS ONLY FOR FREQUENCY SELECTED.**

Report Description:

This shows account spending by month, then by SIC code.   Report is broken out for each month by spending category (within the 10 spending categories). The transaction report provides the following break down:
1. Spending Category name defined by company/agency.
2. Unit Name
3. Name of cardmember and account number.
4. Merchant name.
    a) Amount of transaction
    b) location of merchant that charge was made at.

For each unit, sub-unit and cardholder the report includes the number of debits, number of credits, average by month and totals. It provides a breakdown of each month within the 10 assigned spending categories.

CITIBANK CORPORATE CARDS

Note: * A selection of "Monthly" does not give YTD information.

*   * If no activity for the period selected, no reports will generate. If your client receives this report as a Monthly report and then changes to Annual frequency in December, the December month data will not generate separately, it will be part of the annual report.*

CITIBANK CORPORATE CARDS

REPORT NAME:	**SUPPLIER LISTING BY VOLUME**
REPORT NUMBER:	**TBR 800**
FREQUENCIES AVAILABLE:	**MONTHLY, QUARTERLY, OR ANNUAL BASIS**
LEVEL OF DETAIL SELECTED:	**SUMMARY**
DOLLARS REFLECTED ON REPORT:	**REAL OR MEMO**
SORT ORDER:	**SORTS REPORT BY YEAR-TO-DATE NET DOLLAR VOLUME FROM HIGHEST TO LOWEST.**
CLIENT BENEFITS:	**PROVIDES CLIENTS ON ANALYTICAL TOOL FOR EVALUATING THE VOLUME OF SPEND BY SUPPLIER.**

Report Description:

Supplier listing by volume-sorts report by year-to-date net dollars from highest to lowest. Each report will show the following monthly summary information.

- Debit Dollars
- Credit Dollars
- Net Dollars
- Number of Transactions

- Summary Totals of each Month
- Summary Totals for year-to-date
- Supplier Information (Do Business As/Supplier Name, City, State, Zip, Country)
- Merchant Category Code/Description

*Note: * This report must be requested at billing level (Corporate ID) and at a depth that reaches the cardholders.*
*   * The MCC information is listed below the Summary totals.*

*   * Dollars do not round; Cents are dropped off. Grand totals are calculated using the cents from each transaction. Cents are then dropped from the grand total. For Audit purposes, the grand total amounts displayed could potentially   be shorted up to 99 cents.*
*   * To order a report in memo dollars, you will select the report in "D".*